

Beacon Time Management Team

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What's New?

Conversion Request No. 10 Calendar Assignments

In SAP each employee will be assigned to a specific Holiday Calendar. The Holiday Calendar will control the day(s) on which each employee will be eligible for Holiday Premium Pay and Equal Time Off. Many Agencies operate exclusively on the NC State Calendar, which is the one published by OSP. Agencies with 24x7 operations and/or Law Enforcement personnel would be expected to have some people on an Alternate (literal) Calendar. The attached spreadsheet is to be completed by the following Agencies:

DEPT OF JUSTICE
DEPT OF ADMINISTRATION
DEPT OF ENVIRONMENT & NATURAL RESOURCES
WILDLIFE RESOURCES COMMISSION
DEPT OF HEALTH & HUMAN SERVICES
DEPT OF CORRECTIONS
DEPT OF REVENUE
CRIME CONTROL & PUBLIC SAFETY

Please include all regular and temporary personnel. If your agency is not on this list and you have personnel that should be assigned to an Alternate Calendar, please give us a call: 919-431-6634. The Calendar Assignments should be posted to FTP Server not later than June 29th.

Work Schedules

SAP work schedules will be updated in early July. If you have identified additional work schedules that need to be configured in SAP AND you have not already sent them in to the Time Team, please do so before June 30, 2007. The work schedules will be configured and a new list will be published mid-July. NOTE: Employees without work schedules will not be able to enter time or have time entered on their behalf.

Contact Information:

This message has been addressed to the Time Management contacts identified through workshops and surveys. If you feel you are not the right person to be receiving requests for conversion data in your organization, please call Karen at 431-6634. We will update your agency information and the associated distribution lists accordingly.

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